

# UNITED STATES DEPARTMENT OF AGRICULTURE

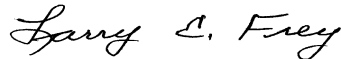
Farm Service Agency  
Oregon State FSA Office  
Tualatin, Oregon 97062

OR NOTICE AO-74

**FOR: COUNTY OFFICES**

## **FY 2002 Civil Rights Training**

**APPROVED BY:** State Executive Director



LEF:mac

### **1 Overview**

*A*

#### **Background**

The USDA Office of Civil Rights (CR) has decreed that the current cycle of civil rights training for USDA will be addressed to managers and supervisors. The training consists of the following courses:

- EEO (SkillSoft)
- ADR: Conflict Resolution (SkillSoft and reading assignment)
- Effective Communication (SkillSoft)
- Cultural Diversity: Recruitment, Hiring, and Workforce Profiles (reading assignment)
- Affirmative Action (reading Assignment).

*B*

#### **Purpose**

This web-based training is offered by USDA and SkillSoft. Refer to National Notice AO-1256

*C*

#### **Action**

This notice provides information about required civil rights training. This notice also provides Exhibit 1, Certification - 2002 Civil Rights Training which must be completed and sent to the STO.

The training is available on the internet. Managers and supervisors may obtain instructions for completing the training at:

- <http://www.hqnet.usda.gov/cr/WELCOME.HTM>

Refer to National Notice AO-1256 for further instructions.

*Continued on the next page*

**DISPOSAL** January 1, 2003

**DISTRIBUTION** County Offices, DD's STO

*C*  
**Action,**  
*Continued*

After you, have your FasTracID and Password do the following steps before starting the internet training.

- Click on "**First Time Users**" button

**READ the following documents:**

**Note:** Hard copies were sent to each office previously.

- ["USDA Conflict Prevention and ADR."](#) (Conflict Prevention)
- ["Building and Maintaining a High Quality Workforce"](#)
- ["Equal Employment Opportunity and Affirmative Employment"](#)

**Internet Courses to Complete.**

- Complete the EEO (SkillSoft) course
- ADR: Conflict Resolution (SkillSoft and reading assignment)
- Effective Communication (SkillSoft)

**Note:** After completion of each course, go into the "Assessment" page and print out your results showing at least a 75% score.

**When all the above training and reading sessions are completed, send the following to the STO attention Marjorie:**

- **fill out Exhibit 1 - Certification - 2002 Civil Rights Training**
- **a copy of each Assessment page**
- **Print a copy of your Learning Plan page showing status of all courses completed.** (A course will be listed as complete in the course status column when the assessment score threshold (75 percent) is attained. Refer to National Notice A0-1256)

*D*  
**Evaluation**

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Complete the evaluation on the following internet page:

- <http://www.hqnet.usda.gov/cr/WELCOME.HTM>

Click on the "Evaluation Form" button.

**Certification - FY 2002 Civil Rights Training**

I certify that I have completed the three (3) reading Civil Rights courses listed below:

- Equal Employment Opportunity and Affirmative Employment (SkillSoft)
- Conflict Prevention & Resolution Center (SkillSoft and reading assignment)
- Building and Maintaining a Diverse & High Quality Workforce (SkillSoft)

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(Agency/Division/Office Address)

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(Name and Position Title)

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(Signature)

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(Date)